



OFFICE OF THE COMMISSIONER OF CUSTOMS (NHAVA SHEVA-I)  
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,  
URAN, RAIGAD, MAHARASHTRA – 400 707 FAX: 022-  
27243245 e-mail: edi@jawaharcustoms.gov.in

F. No. EDI/ Misc.-154/2017 /JNCH

Date:29.07.2020

**Public Notice No.93/2020**

**SUB: Instructions for uploading documents in E-Sanchit for approval of AD Code/IFSC with Bank Account in ICES – reg.**

Attention of all stakeholders is invited to the Public Notice No. 79/2020 dated 08.07.2020. The Directorate General of Systems, CBIC has now enabled a functionality within ICEGATE login which allows the exporters to make an online request for registration/modification of their AD Code / Bank Account(s) and also electronically submit the required documents through E-Sanchit.

2. The following legible scanned documents are **required to be uploaded in E-Sanchit**

2.1 **Fresh registration of AD Code with Bank Account** for the purpose of foreign remittance and IFSC with Bank Account for the purpose of IGST refund /Drawback

- (i) Bank authorisation letter in format attached as **Annexure-A**
- (ii) Copy of IEC
- (iii) Copy of GST registration Certificate
- (iv) Copy of PAN Card of the Company/Partnership Entity
- (v) Copy of PAN Card of Authorised Signatory (Director/Partner/Proprietor) in Bank Account
- (vi) Copy of cancelled cheque

2.2 **Modify/Change in registered IFSC with Bank Account** for the purpose of IGST refund/Drawback.

- (i) The documents as enlisted at 2.1 (i) to (vi).
- (ii) NOC from bank, whose bank account registered in ICES, which is required to be changed.

2.3 The exporters are advised to request the respective Bank to send the abovementioned Bank Authorisation Letter and/or NOC from their branch E-mail ID directly to the E-mail ID **edi@jawaharcustoms.gov.in**, EDI, Section, NS-I JNCH, Nhava-Sheva.

*icdtkd-exp-cusdel@gov.in*

3. In case of non-receipt of Bank Authorisation Letter from the Bank E-mail ID as advised in para 2.3 above, the genuineness of Bank authorisation letter and/or NOC will be cross-checked with the Bank through email by this office after receipt of application through ICEGATE.

4. After verification of the genuineness of the request, the EDI Section shall process the same in the system on the same day.

5. Public Notice No. 103/2018 dated 27.06.2018 is hereby rescinded.

6. Difficulty, if any, in implementation of these instructions should be brought to the notice of the Additional Commissioner (EDI) or Deputy Commissioner (EDI), JNCH immediately.

Sd/-  
(Sunil Kumar Mall)  
Commissioner of Customs, NS- I

**Copy to:**

1. The Chief Commissioner of Customs, Mumbai Zone-II, JNCH for information.
2. The Commissioner of Customs, NS-G/ NS-II / NS-III/ NS-IV / NS-V, JNCH.
3. All the Additional/Joint Commissioner of Customs, JNCH, Nhava Sheva.
4. All the Deputy/Assistant Commissioner of Customs, JNCH, Nhava Sheva.
5. Notice Board, JNCH.
6. DC/EDI for Uploading on the JNCH Website.
7. BCBA / FIEO / AIIEO / Other Associations.
8. Office copy.

**ANNEXURE-A**  
**BANK AUTHORISATION LETTER**

**REFERENCE TO Public Notice No 92/2020 dated 29.07.2020**  
**read with PUBLIC NOTICE 79/2020- DATED-08.07.2020,JNCH,**  
**NHAVA-SHEVA, RAIGAD (MAHARASTRA)**

It is certified that M/s.....  
Address of account holder.....  
.....is holding CURRENT/CREDIT  
ACCOUNT SINCE.....with our Branch. It is also certified that above  
mentioned name, address and Director/Partner/Proprietor details are matching with  
IEC.....The information of IEC Holder, Bank  
Account Details are as under:-

1. BANK ACCOUNT NUMBER:
2. AD CODE:
3. IFSC :
4. NAME OF AUTHORISED SIGNATORY (DIRECTOR/PARTNER/PROPIORTOR)  
IN BANK ACCOUNT:
5. EMAIL ID OF ACCOUNT HOLDER:
6. CONTACT NUMBER OF ACCOUNT HOLDER:
7. NAME OF BANK:
8. NAME OF BRANCH:
9. ADDRESS OF BRANCH:
10. EMAIL ID OF BRANCH:
11. CONTACT NUMBER OF BRANCH:
12. NAME & CODE OF ISSUING AUTHORITY:

Signature of issuing authority  
Bank stamp

Email the Bank Authorisation Letter from bank branch mail id to  
edi@jawaharcustoms.gov.in for registration said AD Code/IFSC with Bank account with  
Customs for remittance /drawback/IGST refund.

## **PROCEDURE FOR AD/IFSC CODE ONLINE REGISTRATION THROUGH ICEGATE**

IEC holders are informed that Directorate General of Systems, CBIC, Govt of India has launched **Bank Account Management module (Bank Account Management Advisory is available on Icegate website in Advisory Option on Home page )** for IEC Holder on Icegate website on [www.icegate.gov.in](http://www.icegate.gov.in) vide Board Circular No. 32/2020 dated 06.07.2020 (available on CBIC website- [www.cbic.gov.in](http://www.cbic.gov.in)). Accordingly, JNCH, Nhava-Sheva has issued Public Notices Nos 79/2020 dated 08.07.2020 and 93/2020 dated 29.07.2020 for procedure and required documents for vide publicity (available on JNCH website- [www.jawaharcustoms.gov.in](http://www.jawaharcustoms.gov.in))

The said Module is a facility for Exporters for online registration of AD/IFSC code with Customs for remittance and Drawback/IGST refund and view of all registered AD/IFSC code online.

### **STEP-1**

IEC holder is required to get Bank Authorisation Letter in **Annexure-A** from the concerned bank as per format in available in Public Notice No. 93/2020 dated 29.07.2020 and request to bank to email on EDI, JNCH email ID-[edi@jawaharcustoms.gov.in](mailto:edi@jawaharcustoms.gov.in).

### **STEP-2**

Registration on Icegate website-[www.icegate.gov.in](http://www.icegate.gov.in) is required to submit online request for AD/IFSC code. If not registered then first get Icegate registration.

### **STEP-3**

Icegate registered IEC holders are required to login on Icegate website- [www.icegate.gov.in](http://www.icegate.gov.in) and choose E-Sanchit and generate one IRN number for all required documents mentioned in Public Notice No. 93/2020 dated 29.07.2020, After got IRN number, Choose Bank Account Management option and fill up bank details and upload IRN number for registration of AD Code and IFSC Code separately and submit.

The online requested submitted by Exporter will be transmitted to ICES system in Customs. Customs officer will approve/reject the said request after scrutiny of documents. The status of the request can be viewed by exporter on Bank Account Management module in Icegate website.



सीमाशुल्क आयुक्त का कार्यालय (एन.एस.-1)  
OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-1),  
पुणेविस्तार मंडळ (आयात) APPRAISING MAIN (IMPORT),  
जवाहरलाल नेहरू सीमाशुल्क भवन, नूवा सेवा, टा. उरण  
JAWAHAR LAL NEHRU CUSTOM HOUSE, NUIVA SEVA, TAL. URAN,  
जिल्हा जिल्हा बागड-400707, जिल्हा, MAHARASHTRA  
वेबसाइट: [www.iccgate.gov.in](http://www.iccgate.gov.in); Telephone No: 022-27219797

F.No. S/22-Gen-402/2017-18 AM (I) P.I.

Dated: 08.07.2020

**PUBLIC NOTICE NO. - 79/2020**

**DIN-20200778NW00009R9442**

**Sub: Operationalization of Certain Functionalities in ICEGATE – reg.**

Attention of Importers/Exporters, Custom Brokers, Trade, Customs Staff and other stakeholders is invited to Board Circular No. 32/2020 dated 06.07.2020.

2. At the behest of the CBIC, DG Systems, CBIC has enabled, w.e.f. 06.07.2020, certain functionalities in ICEGATE which would reduce the need for physical interaction between Customs and trade and also speed up the Customs clearance process. These new functionalities are explained below.

**(a) Registration of Authorised Dealer Code, Bank Accounts through ICEGATE:**

(i) Exporters are presently required to register their Authorised Dealer (AD) Code and Bank Account(s) for purposes of remittances and availing export benefits respectively at every Customs station. Even though it is a one-time procedure, it requires physical interaction between the Customs and the trade and submission of physical documents by the latter. Being a manual process, it causes delays impacting exports besides requiring the exporters or their representatives to personally visit the Customs Houses. Same is the case for the process of updation of Bank Account details. On review, this procedure has been done away with.

(ii) The Directorate General of Systems, CBIC has now enabled a functionality within ICEGATE login which allows the exporters to make an online request for registration/modification of their AD Code / Bank Account(s) and also electronically submit the Passbook copy or Bank Authorisation letter through e-Sanchit. The exporters would also have access to a Dashboard to view the status of approval and acceptance at PFMS for quick rectification at their end. The detailed step-by-step guide is available on the ICEGATE portal at [https://www.iccgate.gov.in/Download/Bank\\_Account\\_Management\\_Advisory.pdf](https://www.iccgate.gov.in/Download/Bank_Account_Management_Advisory.pdf).

(iii) The officers posted in EDI section, INCH, shall ensure that the approval process for registration/updation of the Authorised Dealer (AD) Code and Bank Account(s) details in ICES is completed within the same working day of receiving the applications, if all requirements are submitted in ICEGATE. Further, if any deficiencies are noticed, the same shall be communicated to the exporter via the Customs Automated system, who would then make required rectification through ICEGATE portal.

**(b) Automated debit of bond after Assessment:**

Presently, importers or their representatives are required to physically visit Customs House for physical debit of Bonds after the Bill of Entry is returned (to the importer) for the payment of duty. On review, it has been decided to do away with this requirement. Instead, ICES would automatically debit the Bond and reflect the same in the first copy of the Bill of Entry, provided

the details of the Bond are provided during submission of the Bill of Entry. As has been reiterated earlier, trade is encouraged to use a continuity bond to avoid procedures related to repeat submission of Bonds.

**(c) Simplified Registration of Importers/Exporters in ICEGATE:**

Although simplified Registration module for Importers / exporters based on verification provided in associated GSTIN has been provided without the requirement of digital signature, since many Importers / exporters have not availed the same, various functionalities available in the ICEGATE portal cannot be accessed by them. These functionalities are useful to the importers / exporters and would help them in their management of imports and exports. Some of these functionalities are Management of Bank Accounts, Ledger View, IGST Refund status, Query Reply etc. Therefore, importers / exporters are advised to register on ICEGATE and conduct their Customs clearances through electronic interface. The simplified registration on ICEGATE can be done easily in few moments by following the steps given in the link at [https://www.icegate.gov.in/Download/Advisory for Simplified %20Registration at ICEGATE v1.pdf](https://www.icegate.gov.in/Download/Advisory%20for%20Registration%20at%20ICEGATE%20v1.pdf)

3. Difficulty, if any, faced in implementation of the said Public Notice may be brought to the notice of the Addl./Joint Commissioner (Appraising Main, Import) through email on [appraisingmain.jnch@gov.in](mailto:appraisingmain.jnch@gov.in).

4. This Public Notice should be considered as Standing Order for the purpose of officers and staff of department.

  
(Sunil Kumar Mall) 2.7.2020  
Commissioner of Customs (NS-1)

**Copy to:**

1. The Chief Commissioner of Customs, Mumbai Zone-II, JNCH.
2. The Commissioner of Customs, NS-G/NS-I/NS-II/NS-III/NS-Audit/NS-V, JNCH.
3. The Chairman JNPT/CEO NSICT, CEO GTI/CEO BMCT for information.
4. All Additional/Joint Commissioners of Customs, JNCH.
5. All Deputy/Assistant Commissioner of Customs, JNCH.
6. All Sections/Group of NS-G/NS-I/NS-II/NS-III/NS-Audit/NS-V, JNCH.
7. Representative of CSLA & MANSa for information and circulation.
8. Representative of CFSAI / BCBA / FIEO / Members of PTFC for information and circulation among their members and other importers for information.
9. AC/DC, EDI for uploading on JNCH website immediately.

Following documents are required for AD Code registration :-

- 1) IEC allotment letter having Photograph - Original
- 2) GST ALLOTMENT Certificate - Original with Return of 2 Quarters
- 3) Central Excise Registration Certificate - Original with Return of 2 Quarters
- 4) A Certificate from the Bank where account is maintained for the purpose of remittance of Foreign Exchange, to the effect that account is being maintained satisfactorily. The Letter should specify Bank AD Code & Certified Signature of signing authority.
- 5) Balance Sheet / Income Tax Return of Last 3 years.
- 6) Statement of Past Export.
- 7) Document specifying Office & Residence Address i.e. Telephone Bill, Electricity Bill or any other govt. document showing Address.
- 8) RCMC
- 9) Bank Statement of last 6 months
- 10) Authority Letter in our (CHA) favour authorising us to complete registration formality
- 11) 1 Photo Graph (Passport Size)
- 12) Pan Card (Original)
- 13) Aadhaar Card / Voter ID (Original)

**# IF COMPANY :**

- a) Memorandum of Article (Original)
- b) Power of Attorney to authorized signatory duly notarized

**# IF PARTNERSHIP :**

- a) Registration Certificate of Company (Original)
- b) Partnership Deed duly notarized
- c) Power of Attorney to authorized Signatory with 1 Passport size Photograph of Authorized Signatory duly notarized

**# IF INDIVIDUAL :**

- a) Passport (Original)
- b) Pan Card (Original)
- c) Aadhaar Card / Voter ID (Original)
- d) Driving Licence (Original)